



St Margaret's CEVA Primary School

Job Description

Job Title:	Midday Supervisor
Responsible To:	Inclusion Manager
Job Purpose:	To be responsible, during the midday break, for the safety and general welfare and proper conduct of pupils

All duties will be carried out within recognised procedures or guidelines.

They may include ad hoc duties, which require some initiative.

There will be some need to understand information, instructions or situations and to solve straightforward problems.

Verbal and written communication with a range of audiences will be required.

Problems will be referred to the Lead MDSA, Deputy Head or member of staff as appropriate.

There will be no direct responsibility for supervising other adults, but there may be requirement to demonstrate duties or give advice and guidance to new employees or others.

Main duties and responsibilities:

1. Supervision of pupils immediately before, during and after the midday meal. This includes pupils who have a school meal as well as those who bring their own food.
2. Supervision of hand washing as required.
3. Supervision of pupils' entry into the dining hall, including any walk or journey to the dining hall which might be required.
4. Assistance for pupils where necessary to carry trays etc. to table and to return empty dishes etc. to service counter.
5. Assistance for pupils where necessary to cut up food and guidance on the proper use of cutlery; assistance in the clearance of any spillage etc. if required.
6. Be prepared to undertake first aid training and carrying out minor first aid and summoning any assistance needed to deal with injuries or illness.
7. Taking such steps as are necessary when pupils are sick.
8. Supervision of pupils in the playground or other area of the school as required, dealing with any incidents of inappropriate pupil behaviour in line with the school's Behaviour Management Policy.
9. Organising play/games and managing equipment as appropriate inside school on wet days and on the playground.

10. To maintain confidentially at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
11. To keep children safe, and report any concerns to the Designated Safeguarding Lead.
12. To undertake any other duties of a similar level and responsibility as may be required.
13. Keep up to date with and follow all school policies and procedures.

Roles and Responsibilities specific to St Margaret's CEVAP School

Dining Hall

- Supervise children in the Dining Hall
- Seat pupils in the appropriate places as spaces come available.
- Wipe all tables and seats once the pupils have finished their lunch and in the event of spillages.
- Take plates, cutlery and food waste to the kitchen.
- Keep bin area tidy.
- Ensure a steady flow of pupils into the dining hall for both school dinners and packed lunches.
- Ensure hall is ready to be used after 1.15pm.

Playground

- Promoting positive play and relationships. Being aware of changes in friendships, encouraging socialising and play. Leading games and ensuring appropriate use of equipment.
- Ensuring pupil safety. Dealing with unacceptable or challenging behaviour in line with the School Behaviour Policy.
- Reporting pupils' unacceptable behaviour on CPOMS as per procedure and to inform Class Teacher or Key Stage Leader.
- Supervision and management of pupils inside the school premises when they are not allowed outside in inclement weather. Managing access to appropriate games and activities.
- Ensuring that the classroom areas are cleared and that all pupils return to the care of teachers at the end of the lunch period.
- Ensuring pupil's safety at all times and reporting any concerns to the Designated Safeguarding Lead and recording on CPOMS.